

United States Government

Department of Energy  
Oak Ridge Operations Office

# memorandum

DATE: July 27, 2001

REPLY TO

ATTN OF: AD-442:Dicks

SUBJECT: **LEAVE ADMINISTRATION**


TO: PSORO, PSOSTI, and PSYAO

The following information is provided as a reminder of the Oak Ridge Operations Office (ORO) policy for requesting and approving credit hours and annual leave.

ORO O 340, Chapter I, ALTERNATE WORK SCHEDULE PROGRAM, provides that with advance notification to their supervisors, employees will be afforded the opportunity to earn up to 2 credit hours each day provided that work is available to be performed. ORO and Y-12 Area Office (YAO) employees must use Attachment 2 of the Order (ORO/YAO Credit Hour Request Form) to provide advance notification to their supervisors. Office of Scientific and Technical Information (OSTI) employees must use Attachment 3 of the Order (OSTI Credit Hour Request Form) to provide advance notification.

ORO O 320, Chapter V, LEAVE ADMINISTRATION, provides the following guidance on scheduling and using annual leave. Supervisors and Team Leaders who have the authority to certify Time and Attendance reports can approve annual leave including leave that will accrue during the remainder of the current leave year. Supervisors will prepare a tentative schedule for their organizations no later than May 1 of each year. Priority will be given to the scheduling of annual leave that will be forfeited if not used within the current leave year ("use or lose" leave). An SF-71, Application for Leave, is always required to request annual leave, leave without pay, or excused absence in excess of 8 consecutive hours.

Questions regarding ORO's policy on leave administration should be directed to your Human Resources Specialist.

  
Patricia Howse-Smith, Director  
Human Resources Division